

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Idaho State Office
1387 South Vinnell Way
Boise, Idaho 83709-1657

In Reply Refer To:
1223/1260 (954) P

September 3, 2004

EMS
Instruction Memorandum No. ID-2004-105
Expires: 09/30/2005

To: ICT/IMF
Attention: Forms Managers and ASIT

From: State Director

Subject: Electronic Forms Initiative

DD: 09/24/2004

Program Area: Forms Management and Government Paperwork Elimination Act (GPEA)

Purpose: The Bureau is involved in an initiative to convert all paper-based forms into electronic format, reference Washington Office (WO) Instruction Memorandum (IM) [No. 2003-199](#). State (SO), District (DO), and Field Office (FO) forms are scheduled for review by the e-Forms Initiative Team in October 2004. To meet the deadline requirements set forth by the e-Forms initiative, it is imperative that all originating offices complete a review of active forms.

Policy/Action: This IM requires the State Office and all District and Field Offices to perform the following:

1. Conduct a thorough review/inventory of all office-specific forms (paper and electronic). All Idaho forms located on the intranet under [Idaho Forms Library](#) will be reviewed by the State Records Administrator and SO Administrative Support Improvement Team (ASIT) members. The definition of the term office-specific forms is as follows: Forms created by the District or Field Office or divisions, branches, sections therein to facilitate BLM business.
2. Forms Managers at both the DO and FO level will coordinate their respective office's forms data call.
3. FO will provide a consolidated list and copies of all office-specific forms to their DO. The listing must include form number, title of form, date of issue/revision, and owner/author of each specific form (if known).
4. The DO will consolidate all forms and related listings into one response and submit to Gloria Van Noy, State Records Administrator, no later than September 24, 2004.

5. The State Records Administrator will consolidate the SO and DO lists and respective forms into a single Idaho response and forward to the BLM Forms Manager as required by IM No. 2004-042, Change 1 (Attachment 1), issued by the National Business Center.

In order to ensure the Idaho Forms Management Program continues to be efficient, effective, and economical:

1. Cease any further efforts to convert any Bureauwide forms into electronic format.
2. Prior to creating any State, District, or Field Office electronic forms or converting any paper-based forms to electronic format, obtain approval from the State Records Administrator. This does not affect the maintenance (updating) of forms already in electronic format.

Timeframe: This IM is effective immediately

Background: The e-Forms project was approved as part of an effort to raise BLM's GPEA scorecard rating. For complete background refer to WO IM No. 2003-199.

At this time, all appropriate Bureauwide forms have been converted to Adobe Acrobat [pdf fillable format] and "Forms Central" (a central website to host all BLM forms) has been established. The intention of this phase is to provide a direct replacement for the paper version of BLM forms. "Forms Central" is currently in the beta test process and therefore not accessible to all users currently. Once this central website is available, all employees will be notified.

IM No. 2004-042, Change 1, specifically requires a state-wide review of all forms and authorizes the States to take the necessary steps to move all vital State and office-specific forms to "Forms Central."

Manual/Handbook Sections Affected: All Manuals/Handbooks and Idaho and Field Office Manual Supplements and Supplemental Handbooks that prescribe use of specific forms.

Coordination: This IM was coordinated with the BLM Forms Manager, Karen Wrenn; Idaho Chief Information Officer, Mike Candelaria; State Records Administrator, Gloria Van Noy; Administrative Officers (AO), Jenifer Arnold, Michaela Moen, George Farrow, Acting AO, Kim Petersen; and Human Resources Specialist, Erick Kurkowski.

Contact: For additional guidance concerning forms management, contact Gloria Van Noy, State Records Administrator, at (208) 373-3946.

Lower Snake River District with Union: No Union notification or negotiation is required.

Signed
K Lynn Bennett

Authenticated
Shellie Hartsock
Division Secretary

Attachment
1 - IM No. 2004-042, Change 1 (2 pp)

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United States Department of the Interior

BUREAU OF LAND MANAGEMENT

National Business Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, Colorado
80225-0047

August 23, 2004

Div Action 950
Lead 954
Coord. with
SDRF
CF



In Reply Refer to:
1223, 1260 (BC-650) P

EMS TRANSMISSION

Instruction Memorandum No. 2004-042, Change 1

Expires: 09/30/2005

To: State Records Administrators and State Records Managers
State Chief Information Officers and State Data Administrators

From: Assistant Director, Business and Fiscal Resources

Subject: Electronic Forms Initiative

DD: 10/04/2004

This change clarifies the change from Information Memorandum to Instruction Memorandum.

This Information Memorandum provides further information on the eForms initiative, which was announced in Instruction Memorandum No. 2003-199, dated June 27, 2003, and in an email message, dated 7/29/2004, addressed to all State Records Administrators and State Records Managers.

All State Offices and their respective field organizations (e.g., District Offices, Field Offices, etc.) are now authorized to take the necessary steps to move all vital State and local specific forms to Probaris SP format and Forms Central.

To accomplish this:

1. Conduct a thorough review of all State and local forms to determine which forms are no longer needed and formally cancel these forms.
2. Identify current authors of the remaining State and local forms.
3. Mail a list of the remaining State and local forms, along with paper copies of these forms, to Karen Wrenn, National Forms Manager, National Business Center, BC-652, by 10/4/2004.

In October 2004, Karen Wrenn and a working group will begin reviewing the existing State and local forms mentioned in Item 3 to determine whether these forms can be integrated into existing or new Bureau-level forms.

Please direct questions to Karen Wrenn at 303-236-0233 or Andrew Goldsmith at 202-452-5169.

Signed by:
Thomas F. Boyd
Director, National Business Center

Authenticated by:
Hilde Hudson
Staff Assistant